



# City of West Allis

## Meeting Minutes

7332 W. National Ave.  
West Allis, WI 53214

### Board of Police and Fire Commissioners

*Commissioner Donald Nehmer, President,  
Commissioner Amy Heron, Vice-President,  
Commissioner Fred Mikolajewski, Secretary  
Commissioners David Princeton and Kurt Kopplin*

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**Thursday, December 17, 2015**

**6:00 PM**

**West Allis Fire Administration**

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#### **REGULAR MEETING**

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#### **A. CALL TO ORDER**

Commissioner Nehmer called the meeting to order at 6:00 pm

#### **B. ROLL CALL**

Present: Commissioners Don Nehmer, Amy Heron, Fred Mikolajewski, David Princeton and Kurt Kopplin

Also Present: Fire Chief Steve Bane, Assistant Chief Kurt Zellmann, Assistant Chief Jay Scharfenberg, Deputy Chief Mason Pooler, Battalion Chief Dave Jarosch – Fire Department; Deputy Chief Bob Fletcher, Deputy Chief Chris Botsch, Captain Steve Beyer, Police Officer/Union President, Tim Gold – Police Department; Rebecca Grill, CAO – City of West Allis; Joe Kempen, Retired West Allis Commissioner; Shirley Fisher – West Allis Citizen; Patrick Mitchell; Bridget Kennedy, Recording Secretary.

#### **C. APPROVAL OF MINUTES**

Approval of the November 19, 2015 Regular Meeting and Closed Session Meeting Minutes; the November 23<sup>rd</sup> and 24<sup>th</sup>, 2015 Special Meeting and Closed Session Meeting Minutes; and the December 7<sup>th</sup> and December 8<sup>th</sup>, 2015 Special Meeting and Closed Session Meeting Minutes.

A motion was made Commissioner Kopplin and seconded by Commissioner Mikolajewski to approve the meeting minutes as presented above. The motion carried by the following votes:

Aye: 5, Nehmer, Heron, Mikolajewski, Princeton and Kopplin  
No: 0

#### **D. POLICE DEPARTMENT**

##### **1. Plaque Presentation to retired Commissioner Joe Kempen**

Deputy Chief Fletcher and Fire Chief Steve Bane presented retired Police & Fire Commissioner Joe Kempen with plaques honoring his service on the PFC board for 13 years. Mr. Kempen retired from the PFC board in May of 2015.

##### **2. Overtime Comparison**

The Overtime Comparison Report was submitted and presented and the Commissioners.

The Commissioners had no additional questions or concerns and the report was placed on file.

3. Monthly Performance Report

The Monthly Performance Report was submitted and presented and the Commissioners.

The Commissioners had no additional questions or concerns and the report was placed on file.

4. Police Department Financial Report

The Police Department Financial Report was submitted and presented to the Commissioners.

The Commissioners had no additional questions or concerns and the report was placed on file.

5. Statistics

The Statistics Report was submitted and presented and the Commissioners.

The Commissioners had no additional questions or concerns and the report was placed on file.

6. 1<sup>st</sup> Shift Activity Report

The 1st Shift Activity Report was submitted and presented and the Commissioners.

The Commissioners had no additional questions or concerns and the report was placed on file.

7. 2<sup>nd</sup> Shift Activity Report

The 2<sup>nd</sup> Shift Activity Report was submitted and presented and the Commissioners.

The Commissioners had no additional questions or concerns and the report was placed on file

8. 3<sup>rd</sup> Shift Activity Report

The 3<sup>rd</sup> Shift Activity Report was submitted and presented and the Commissioners.

The Commissioners had no additional questions or concerns and the report was placed on file

9. Criminal Investigations Unit Activity Report

The Criminal Investigations Unit Activity Report was submitted and presented and the Commissioners.

The Commissioners had no additional questions or concerns and the report was placed on file

10. Sensitive Crimes Activity Report

The Sensitive Crimes Activity Report was submitted and presented and the Commissioners.

The Commissioners had no additional questions or concerns and the report was placed on file

11. Tavern Violation Report

The Tavern Violation Report was submitted and presented and the Commissioners.

The Commissioners had no additional questions or concerns and the report was placed on file

12. Traffic Report

The Traffic Report was submitted and presented and the Commissioners.

The Commissioners had no additional questions or concerns and the report was placed on file

13. Training Repot

The Training Report was submitted and presented and the Commissioners.

The Commissioners had no additional questions or concerns and the report was placed on file

14. Communications Activity Report

The Communications Activity Report was submitted and presented and the Commissioners.

The Commissioners had no additional questions or concerns and the report was placed on file

15. Community Services Bureau Activity Report

The Community Services Bureau Activity Report was submitted and presented and the Commissioners.

The Commissioners had no additional questions or concerns and the report was placed on file

16. Sick, Injured, Light Duty Report

The Sick, Injured and Light Duty Report was submitted and presented and the Commissioners.

The Commissioners had no additional questions or concerns and the report was placed on file

17. Request for Approval: Police Officer Eligibility List

Deputy Chief Botsch submitted the Police Officer Candidate eligibility List for approval.

This matter was recommended for approval on a block vote. The motion passed by the following votes:

Aye: 5, Nehmer, Heron, Mikolajewski, Princeton and Kopplin  
No: 0

18. Request for Purchase Approval: Replacement of Damaged Squad Car

This matter was recommended for approval on a block vote. The motion passed by the following votes:

Aye; 5, Nehmer, Heron, Mikolajewski, Princeton and Kopplin  
No: 0

19. Request for Purchase Approval: C.R.U. Tactical Bullet Proof Vests

This matter was tabled and will be presented for further action at an upcoming 2016 Police & Fire Commission meeting.

**E. FIRE DEPARTMENT**

20. Firefighting Activity Report

Deputy Chief Mason Pooler submitted the Firefighting Activity Report prepared by Assistant Chief Jay Scharfenberg.

The Commissioners had no additional questions or concerns and the report was placed on file

21. Fire Department Financial Report

Deputy Chief Mason Pooler submitted the Fire Department Financial Report.

The Commissioners had no additional questions or concerns and the report was placed on file

22. Training Activity Report

Deputy Chief Mason Pooler submitted the Training Activity Report prepared by Deputy Chief Joe Levenhagen.

The Commissioners had no additional questions or concerns and the report was placed on file

23. Fire Prevention Activity Report

Deputy Chief Mason Pooler submitted the Fire Prevention Activity Report.

The Commissioners had no additional questions or concerns and the report was placed on file

24. Emergency Medical Services Activity Report

Assistant Chief Kurt Zellmann submitted the EMS Activity Report.

The Commissioners had no additional questions or concerns and the report was placed on file

25. Emergency Medical Services Revenue Report

Assistant Chief Kurt Zellmann submitted the EMS Revenue Report.

The Commissioners had no additional questions or concerns and the report was placed on file

26. Sick, Injured and Light Duty Report

Assistant Chief Kurt Zellmann submitted the Sick, Injured and Light Duty Report.

The Commissioners had no additional questions or concerns and the report was placed on file

27. Master Plan Performance Snapshot

Assistant Chief Kurt Zellmann submitted the Master Plan Snapshot Report.

The Commissioners had no additional questions or concerns and the report was placed on file

28. Communication: Retirement – Lt. Jim Zajdel

Chief Bane submitted a retirement letter from Lt. Jim Zajdel. Chief Bane noted that Lt. Zajdel began his career with the department in March of 1985 and is retiring after 30 years of service to the Department and the City of West Allis.

Commissioner Nehmer stated that on behalf of the Commission Board, he thanked Lt. Zajdel for his service and wished him well in his retirement.

29. Request for Approval: Promotion to Lieutenant

Chief Bane submitted a request for promotion approval for Equipment Operator Mark Sura to the position of Lieutenant.

This request was recommended for approval on a block vote and the request passed by the following votes:

Aye;           5, Nehmer, Heron, Mikolajewski, Princeton and Kopplin  
No:            0

30. Request for Approval: Promotion to Equipment Operator

Chief Bane submitted a request for promotion approval for Firefighter Steve Prusinski to the position of Equipment Operator.

This request was recommended for approval on a block vote and the request passed by the following votes:

Aye;           5, Nehmer, Heron, Mikolajewski, Princeton and Kopplin  
No:            0

31. Request for Purchase Approval: 1990 Pierce Fire Engine

Assistant Chief Zellmann submitted a request for approval for the purchase of a 1990 Pierce Fire Engine from the Greenfield Fire Department.

This request was recommended for approval on a block vote and the request passed by the following votes:

Aye;           5, Nehmer, Heron, Mikolajewski, Princeton and Kopplin  
No:            0

32. Communication: Annual Compliance Report/Accreditation

Chief Bane stated that a representative for the Center for Public Safety Excellence reviewed the Annual Compliance Report for the department. He noted that the purpose was to verify that all applicable core competencies remain in compliance with the 8<sup>th</sup> edition of the Fire and Emergency Service Self-Assessment Manual.

Chief Bane stated that after review, it was determined that the department is in compliance with all stated benchmarks, government standards, local standards, core competencies and performance indicators and will retain the Accredited Agency Status.

**F. POLICE AND FIRE COMMISSION**

## 33. PFC Financial Report

The Commissioners had no questions or comments and the report was placed on file.

## 34. Request for Approval: Milwaukee HIDTA contract for various continuing services in 2016

## 35. Request for Approval: Milwaukee HIDTA to purchase four (4) Cisco Servers

## 36. Request for Approval: Milwaukee HIDTA to purchase two (2) Cisco Switches

## 37. Request for Approval: Milwaukee HIDTA contract with I-Design Multimedia, Inc.

A motion was made Commissioner Heron and seconded by Commissioner Princeton to approve all the actions on the preceding items (34-37) on a Block Vote. The motion carried by the following votes:

Aye: 5, Nehmer, Heron, Mikolajewski, Princeton and Kopplin

No: 0

## 38. Communication: Announcement of new West Allis Chief of Police

Commissioner Nehmer stated that Chief of Police candidate Patrick Mitchell successfully met all of the required contingencies regarding his employment with the City of West Allis and as such, will begin his tenure as the new Chief of Police effective on Monday, January 4, 2016.

## 39. Holiday Gathering

**G. CLOSED SESSION**

NONE SCHEDULED

**H. ADJOURNMENT**

There being no further business, on a motion made and seconded, the meeting adjourned at 6:35 pm.

Public Meetings

All meetings of the West Allis Board of Police and Fire Commissioners are public meetings. In order for the general public to make comments at the meetings, an individual should schedule an appearance with the President of the Board, or with the appropriate Chief, otherwise, the meeting is a working session for the Commission itself, and discussion by those in attendance is limited to Board members, the Mayor, alderpersons, staff and others that may be a party to the matter being discussed.

Nondiscrimination Statement

The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to or treatment or employment in, its services, programs or activities.

American with Disabilities Act Notice

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

Limited English Proficiency Statement

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.